

REQUEST FOR APPLICATIONS (RFA): #03-0009

GOVERNMENT OF THE DISTRICT OF COLUMBIA

DEPARTMENT OF MENTAL HEALTH

**Increasing Emergency Preparedness of the District of Columbia
Expanding Mental Health Preparedness to Respond to Disaster**

DMH invites the submission of applications for funding to create or expand training curricula and to train health care providers to enhance mental health preparedness to respond to terrorism and disaster. Funds are available through a grant to DMH from the US Office of Budget and Management Emergency Preparedness Funds

**Announcement Date: March 3, 2003
RFA Release Date: March 3, 2003**

Application Submission Deadline: April 1, 2003, 4:30 p.m.

LATE APPLICATIONS WILL NOT BE FORWARDED FOR REVIEW

In accordance with the DC Human Rights Act of 1977, as amended, DC Official Code section 2.1401.01 et seq. ("the Act"), the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business.

NOTICE

PRE-APPLICATION CONFERENCE

WHEN: March 10, 2003

WHERE: Department of Mental Health (DMH)
64 New York Avenue, N.E.
Fourth Floor
Washington, D.C. 20002

TIME: 2 to 4 P.M.

RSVP: Please notify Dr. Steury if you plan to attend

CONTACT PERSON: Steven Steury, M.D.
Department of Mental Health
64 New York Avenue, N.E.
Washington, D.C. 20002
(202) 673-1939

Steven.Steury@dc.gov

SECTION 1 GENERAL INFORMATION

Introduction

The Department of Mental Health (DMH) has received funds from the US Office of Management and Budget to enhance emergency preparedness by developing and improving mental health responses to disasters. The District of Columbia has witnessed an attack on the Pentagon, a bioterrorist's attack with anthrax on the Brentwood Post Office and the Hart Senate Office Building, the sniper, gearing up for smallpox vaccination and, now, preparations for war. The core mission of the Department of Mental Health has expanded from the care of seriously and persistently mentally ill adults and seriously emotionally disturbed youth. The expanded mission includes meeting the mental health needs of the distressed population of the District during this time and future disasters.

This subgrant seeks academic partners to (1) train health care providers in understanding the structure and operation of the public mental health system in order to assist in providing emergency services to mentally ill persons and to (2) train providers to meet the mental health needs of the citizens of the District in times of disaster.

Eligible Organizations

Organizations eligible for these funds are limited to departments of psychiatry in academic medical centers in the District of Columbia that are accredited by the Accreditation Council for Graduate Medical Education. Eligible organizations should have a documented history of providing mental health services and psychiatric education in the District of Columbia.

Source of Grant Funding

The Department of Mental Health has received grant funds from the Office of Bureau of Management.

Award Period

The grant funds will be awarded for FY 2003. All expenditures must be made before September 30, 2003 and promptly invoiced.

Contact Person

Inquiries about this available funding or about the project activities and requirements can be made by contacting Steven Steury, M.D., Chief Clinical Officer, Department of Mental Health, 64 New York Avenue NE, Washington, DC 20002, phone: 202-673-1939, e-mail: Steven.steury@dc.gov

Pre-application conference

Prospective applicants are strongly encouraged to attend the pre-application conference on March 10 from 2 to 4 P.M. at Department of Mental Health, 64 New York Avenue NE, Washington, DC 20002. Please notify Dr. Steury if you plan to attend the conference.

SECTION II SUBMISSION OF APPLICATIONS

Application Identification

Each application must contain a title page with the name and address of the agency submitting the proposal. A contact person must be identified by name, title, address, telephone number and fax number.

Application Submission Date and Time

Each respondent to this RFA shall submit an original and five copies of the proposal in a sealed envelope marked **"Increasing Emergency Preparedness of the District of Columbia: Expanding Mental Health Preparedness to Respond to Disaster."** The envelope shall be hand delivered or mailed to the Director of the Department of Mental Health, 64 New York Avenue, N.E., Fourth Floor, Washington, D.C., 20002.

The proposal must be received at the above address not later than 4:30 p.m. on April 1, 2003

Proposals may be sent by registered or certified mail or by express mail, at least three days in advance of the closing date with a receipt requested. Proposals may not be faxed or emailed. Proposals received after the deadline hour and date may be accepted only if the Department of Mental Health determines that the late receipt at the location specified was caused by mishandling of the proposal by the District Government after receipt or that the original receipt in case of registered or certified or express mail shows that the proposal was mailed at least three days in advance of the closing date. Regardless of the reason, no proposal shall be accepted later than two (2) business days after the closing date.

SECTION III PROGRAM AND ADMINISTRIVE REQUIREMENTS

Use of Funds

The Department of Mental Health is charged with increasing emergency preparedness of the District of Columbia by expanding mental health preparedness to respond to terrorism and disaster. Funds to be awarded from this RFA are to (1) train health care providers in understanding the structure and operation of the public mental health system in order to assist in providing emergency services to mentally ill persons and to (2) train providers to meet the mental health needs of the citizens of the District in times of disaster. For example, funds may be used to:

1. Develop curricula for psychiatric residents and other professionals to better meet the mental health needs of mental health consumers during a disaster. In order that the needs of identified mental health consumers are met these curricula would provide an understanding of the public mental health system in the District and the DMH delivery systems, including services assuring continuity of care; services to special populations including children and adolescents, elderly, persons with co-occurring mental health and substance abuse and the homeless; legal status of consumers, including the involuntary commitment processes; supported employment programs; housing programs; mental health services for incarcerated persons and the financial supports for providing these services, including Medicaid and Medicare. This training may include site visits to District facilities to obtain first hand knowledge of the delivery system.
2. Develop curricula for health care providers to better meet the mental health needs of the general population following disasters.
3. Train mental health providers, hospital emergency services staff and primary care providers to provide mental health services following disasters.
4. Train mental health providers, hospital emergency services staff and primary care providers in affiliated or other hospitals in the District.

SECTION IV GENERAL PROVISIONS

Audits

The Department of Mental Health retains the right to conduct audits, as determined to be necessary.

Nondiscrimination in the Delivery of Services

In its provision of services/supports, the agency must not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal

appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income or place of residence or business. Furthermore, the agency must demonstrate cultural competence.

SECTION V PROGRAM SCOPE

Program Objective

With the support of the Office of Management and Budget the District of Columbia, the Department of Mental Health seeks to increase emergency preparedness to meet the mental health needs following terrorism and disasters. The Department of Mental Health wishes to support departments of psychiatry in District medical schools in developing training programs and providing training to psychiatric residents, psychiatrists and other mental health professionals, emergency department staff and primary care providers. Grant funds are intended to assist with these endeavors.

Applicant Responsibilities

Departments of psychiatry in District academic medical centers selected to receive these grants must be committed to supporting and improving the District's preparation to meet the mental health needs of its citizens in time of disaster. The following scope of work will be the responsibility of the applicants:

1. **Build infrastructure: Establish curricula that can be used for ongoing instruction to health care providers.** The department of psychiatry shall adapt and develop training programs to increasing emergency preparedness of the District of Columbia by expanding mental health preparedness to respond to terrorism and disaster. These courses shall be provided information on how to respond to terrorism and disaster responses. The courses may be offered to psychiatric residents, psychiatrists and other mental health professionals, emergency department staff and primary care providers and other health care providers.
2. **Understand the System: Provide a foundation in understanding the public psychiatry system of care.** The department of psychiatry shall develop or enhance curricula for psychiatric residents and other professionals to better meet the mental health needs of mental health consumers during a disaster. These curricula shall provide an understanding of the public mental health system in the District and the DMH delivery systems, including services assuring continuity of care; services to special populations including children and adolescents, elderly, persons with co-occurring mental health and substance abuse and the homeless; legal status of consumers, including the involuntary commitment processes; supported employment programs; housing programs; mental health services for incarcerated persons and the financial supports for providing these services, including Medicaid and Medicare. This training may include site visits to District facilities to obtain first hand knowledge of the

delivery system. This curriculum will be suitable for ongoing use in the training of psychiatric physicians in the medical school's residency program.

3. **Prepare your institution: Train academic center health care workers** The department of psychiatry shall provide response training for the hospital staff of the academic medical center. Instruction may be offered to all staff, including psychiatric residents, psychiatrists and other mental health professionals, emergency department staff and primary care providers.
4. **Prepare community hospitals and other providers: Train community health care workers** The department of psychiatry shall make available response training for staff of community hospitals. Instruction may be offered to all staff, including psychiatric residents, psychiatrists and other mental health professionals, emergency department staff and primary care providers.
5. **Community Outreach to Special populations** The department of psychiatry may also develop training programs and provide training for special population in community settings in the District that serve at risk populations, such as the elderly, children and youth, victims of violence, including domestic violence, and immigrants.

Additionally, the applicant agrees to make available all curricula and training materials to the Department of Mental Health and other mental health providers. DMH and other providers may make use of these materials in developing additional training curricula or in providing training.

SECTION VI

Review and Scoring of Applicants

Scoring Criteria

Proposals will be evaluated according to the following criteria:

1. Articulation of the applicant's understanding and commitment to enhancing emergency preparedness to meet the District's mental health needs in response to terrorism and disaster. (up to 15 points)
2. The proposals for the use of grant funds to accomplish each element of the scope of work. (up to 25 points)
3. A detailed proposed budget of the use of grants funds. (up to 10 points)

A proposal may receive up to 50 points.

Review Panel

When the proposals are received, a panel appointed by the Director of the Department of Mental Health will review the proposals and will individually rank the respondents based upon the information submitted using the evaluation criteria included in this RFA. The panel may then interview the highest scoring respondents for additional information and to determine how each respondent handles questions relevant to the performance of the project activities required by the award. The panel may choose not to interview the highest scoring respondents or make take other appropriate action including recommending that all responses to the RFA be rejected.

Decision on Awards

The above selection process will result in a recommendation to the Director of the Department of Mental Health for awards or a recommendation that no awards be made. When the Director makes an award, The Department and the selected agency(ies) will enter into a written Agreement. The Agreement will provide for the disbursement of funds in accordance with a schedule. The Agreement will be subject to D.C. laws and regulations.

The Agreement shall include, but not be limited to, a statement of the purpose of the award, the amount of the award, the term of the project, reference to applicable statutes and rules and a requirement that the recipient shall comply with the, a scope of work, outcome criteria, reporting requirements, a payment schedule and the name, address and telephone number of the project manager at DMH and the agent for the recipient.

SECTION VII APPLICATION FORMAT

In order to be considered, the proposal must adhere to the following outline:

1. A description of the department of psychiatry's interest and capacity to enhance preparedness to meet mental health needs of the District in times of disaster.
2. The departments of psychiatry's proposal for the use of grant funds, including a detailed budget.
3. A description of the department of psychiatry's capacity to enhance preparedness to meet mental health needs of the District in times of disaster. Identification of staff that will contribute to the successful completion of this project.
4. A brief description of the history of the department's experience training psychiatric residents and provision of mental health services in the District of Columbia.
5. A statement acknowledging that the project must be completed by September 30, 2003.

The above narrative must not exceed 10 double spaced pages. Attachments, such as curriculum vitas of key faculty, descriptions of other related projects and community outreach are not included in the 10-page limit.

Proposal not in compliance with the above limitations will not be scored.

The Department of Mental Health seeks to:

1. establish a psychiatric training program in public psychiatry,
2. merge the Saint Elizabeths Hospital psychiatric residency with a District academic medical center psychiatric residency that is accredited by the Accreditation Council for Graduate Medical Education (ACGME) , and
3. create and receive ACGME accreditation for a psychiatric fellowship in forensic psychiatry.

Scope of Work

1. The grantee will, with the assistance and cooperation of the Saint Elizabeths Hospital residency faculty, CEO and Chief Clinical Officer, develop plans to merge the university residency and Saint Elizabeths Hospital residency. The merged program shall be known at the (grantee University name)-Saint Elizabeths Hospital Residency in Psychiatry. Likewise, the Forensic Fellowship will be known as the (grantee University Name)-Saint Elizabeth Hospital Fellowship in Psychiatry and Law.
2. The grantee shall, after a transition of currently enrolled Saint Elizabeths Hospital residents, assume all responsibilities of the ACGME program requirements to establish and maintain accreditation of the residency and fellowship. The grantee shall be responsible for the education of all residents of the new merged residency. The grantee may seek the assistance from DMH residency faculty and clinical staff for clinical teaching and supervision, recruitment, required resident evaluations.
3. The grantee shall enhance and develop existing training programs in public psychiatry at both the university and Saint Elizabeths Hospital. All residents in the combined residency program will complete all clinical rotations through the training program in public psychiatry. Advanced residents may also elect additional experiences in the public psychiatry training program.
4. The grantee will develop, enhance and expand additional educational opportunities that will benefit the residency training.
5. The grantee will establish a Fellowship in Psychiatry and Law.

Fellowship in Psychiatry and Law

The applicant will describe in detail its plan to establish a Fellowship in Psychiatry and Law and what resources will be used to establish a fellowship, apply for and receive accreditation by the ACGME. The description of the plan shall address each element of the ACGME Program Requirements for Residency Education in Forensic Psychiatry. It is anticipated that Saint Elizabeths Hospital will provide clinical opportunities to meet the educational components related to criminal behavior, criminal responsibility and competency to stand trial.

Special detail should be given to address components V A b, c, d, and e of the ACGME Program Requirements for Residency Education in Forensic Psychiatry related to civil matters and to the provision of law curricula related to covering forensic psychiatry, civil law including torts, personal injury litigation and psychiatric malpractice. Written agreements with the applicant's law school should be provided that describe teaching and supervision by law school faculty of the forensic fellows.